

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. M167

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Agency  
City of Frederick

Division/Unit  
Police/Support Services

Item No	Description	Retention
	<b>Budget retention through Time sheets/Leave records are Police Department standard retentions</b>	
1	Budgets	Retain 3 years, then destroy
2	Daily bulletin	Retain master in Records for 1 year, then destroy; retain computerized version until updated or superseded, then destroy
3	General orders – field, administrative and standard operating procedures	Retain by originating authority for 3 years after superseded, rescinded or cancelled, then destroy; retain copies until updated or superseded, then destroy
4	Manuals/references – general	Retain until updated or superseded, then destroy
5	Personnel files	Send originals to the Police Human Resources Depart. as created; retain copies until employee terminates, then send file immediately to Police HR Depart; HR to retain for 3 years after termination, then destroy
6	Time sheets/Leave records	Retain for 3 years, then destroy

Approved by Department, Agency or Division Representative

Date March 18, 2002

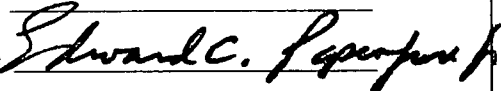
Signature 

Type Name Harold L. Domer, Jr. - Captain

Title Acting Chief of Police

Schedule Authorized by State Archivist

Date MAR 25 2002

Signature 

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Item No	Description	Retention
7	Data entry forms – stolen property and missing persons – stolen vehicles, boats, guns, tags, securities, articles and missing persons	Retain until verified in system and until all audit requirements have been met, then destroy
8	Validations of data entry	Retain until all audit requirements have been met, then destroy
9	Property records form – completed by officer	Retain for 1 year after release of property
10	Property log	Retain for 1 year after release of property, then destroy
11	Property release letters – letters to owners of property	Retain for 2 years, then destroy
12	Criminal files	Retain permanently, transfer periodically to the MD State Archives
13	Juvenile charging docket	Retain for 3 years, then destroy
14	Unsolved Major Cases	Retain permanently, transfer periodically to the MD State Archives
15	Parolee release log	Retain for 1 year, then destroy
16	Towing firm requests	Retain for 2 years, then destroy
17	Master key removal log	Retain for 2 years, then destroy
18	Dissemination log – tracks officials requesting criminal records checks	Retain for 2 years, then destroy
19	Daily logs – after hours entrance to courthouse	Retain for 2 years, then destroy
20	No trespass letters	Retain for 5 years, then destroy
21	School bus violations – warnings	Retain for 1 year, then destroy
22	Equipment sign out sheet – for officers on the street	Retain for 2 years, then destroy

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Item No	Description	Retention
23	Accident files – MARS reports (most serious MD Motor Vehicle Report	Retain for 5 years and until all audit requirements have been met, then destroy
24	Case reports (aka incident reports)	Retain current year plus 5 years, then destroy
25	Motor vehicle citations	Retain for 3 years, then destroy
26	Criminal file locator cards	Retain cards until automated and verified. Transfer with criminal files to the MD State Archives. Retain electronic version permanently. Send copy periodically to the MD State Archives
27	Uniform crime reports – crime statistics	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives.
28	Number sequence log – order of suspension book log, motor vehicle book log	Retain for 2 years, then destroy
29	Adult charging docket, discontinued	Retain for 4 years, then destroy
30	Transmittals – citations, arrests, ex partes, state attorney, district court, must appear, liquor board, incident reports	Retain for 2 years, then destroy
31	Curfew work permit books, juvenile – application for certified card of employment	Retain for 2 years, then destroy
32	Charging document (warrant) removal log	Retain for 2 years, then destroy
33	Municipal infractions	Retain for 3 years, then destroy

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Item No	Description	Retention
34	Back up tapes	Retain until information is no longer needed, then destroy
35	Roll call book – operational orders	Retain until updated or superseded, then destroy
36	Disposition change book – code changes	Retain for 1 year, then destroy
37	Gun disposal log	Retain 3 years, then destroy
38	Document destruction information – shredding documentation	Permanent. Transfer periodically to the MD State Archives
39	Statistics – housing authority, elderly victims, requests by public	Retain 3 years, then destroy.
40	Requests for statistics	Retain 3 years, then destroy.
41	Alphabetical files	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives.
42	Daily bulletin	Master (records/patrol – retain master for 3 years, then destroy); copies – retain for 1 month, then destroy; computerized – retain until updated or superseded, then destroy
43	Sex offenders log, copy	Retain until updated or superseded, then destroy

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Item No	Description	Retention
44	Outgoing court logs	Retain for 2 years, then destroy
45	Dissemination log – records of copies of reports to public	Retain for 1 year, then destroy
46	Ex parte order entry log	Retain until no longer needed, then destroy
47	MILES inquiry, III Log	Retain for 1 year, then forward to Records Room. Retain for 3 years, then destroy
48	Quick reference – phone numbers for retention center, MVA flag codes, CAD info, radio usage, telephone usage, PMARS procedures	Retain until updated or superseded, then destroy
49	Alarm book update	Retain until updated or superseded, then destroy
50	Abandoned Vehicle Logs	
51	CJIS – criminal justice information systems, certification, training	Retain until updated or superseded, then destroy
52	Digital recorder – vendor info	Retain until updated or superseded, then destroy
53	Headsets – requests for repairs (copies), literature, invoice copies	Retain for 2 years, then destroy
54	SRT/CIT activation on-call book	Retain until updated or superseded, then destroy
55	Disposition code change log	Retain for 1 month, then forward to Records Room. Retain 1 year, then destroy
56	Log book – equipment repair log (console), emergency signal activation log, malfunction voting sites	Retain until updated or superseded, then destroy
57	Equipment repair log (console)	Retain for life of equipment, then destroy

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Item No	Description	Retention
58	Data entry forms – warrants	Until warrant closed and purged from Miles/NCIC, then destroy
59	Towing files – applications, licenses, certificate of liability (copy), correspondence	Retain until updated or superseded, then destroy
60	Protective orders	Retain for 1 year or until resolved, then destroy
61	Teletypes – messages between police and other law enforcement agencies	Forward messages requiring action to Records. Retain for 2 years, then destroy. Destroy others same day.
62	Emergency phone log	Retain until updated or superseded, then destroy
63	Incident receipt cards – authority to dispatch cars	Keep current plus 5 years, then destroy
64	Space needs analysis study	Retain until updated or superseded, then destroy
65	Telephone – city printouts, telephone data and other facilities	Retain for 1 year, then destroy
66	Radio files – FCC licenses, radio frequency sharing agreements	Retain until updated or superseded, then destroy
67	Projects – alarms, communication system, mobile data system	Retain until project is completed, plus 3 years, then destroy
68	Crime Scene MSP laboratory log – evidence register	Retain until final adjudication of case, then destroy